

POST 9960 PROCEDURES AND GUIDELINES FOR ADMINISTERING RELIEF FUNDS

OVERVIEW AND GUIDELINES

1. For the purposes of this document, the term "Post" shall mean Post 9960, Veterans of Foreign Wars of the United States.
2. The purpose of this document is to establish in written form guidelines and procedures for the administration and distribution of relief funds held by the Post. One of the Post's most important obligations is assistance for a veteran (and possibly the veteran's family) in need. The Post possesses a Relief Fund (hereafter the "Fund") which is maintained to provide assistance for eligible veterans in need and which is funded by various means, including the Buddy Poppy Program.
3. Upon occasion, this assistance may also involve the use of some of the Post's facilities. Specifically excluded from use, however, is the Post's campground, unless the assistance involves a veteran who occupies a space in the campground and is not in violation of the rules of the campground at the time assistance is requested. The terms and conditions of use of the Post's other facilities will be negotiated on a case-by-case basis. Assistance may also include services provided by the Post's Veterans Service Officer (VSO) and individual assistance.
4. This assistance shall be limited by geography, i.e. the residential location of the veteran applying for assistance. Eligibility shall be restricted to veterans living in the following places in North Carolina: Cedar Point, Cape Carteret, Pelletier, Maysville, Emerald Isle, Indian Beach, Salter Path, Swansboro, Hubert, and any unincorporated areas bearing the Zip Code of any of the foregoing communities. However, these geographical restrictions shall not apply to a veteran who is a member in good standing of Post 9960 or its Auxiliary.
5. The priority for available services shall be in the following order: members in good standing of the Post and the Auxiliary; elderly veterans in assisted living communities; homeless or indigent veterans; and separated or retired veterans whose needs cannot be served by other means.
6. The Post's relief services are intended to be of a 'hand up' and NOT a "hand out" nature. No payments for deposits will be allowed. All payments will be made directly to the creditor(s) of the applicant for assistance. Cash payments directly to veterans are not allowed. If the payment is to be made to an assistance agency on behalf of a specific veteran, the payment shall be made directly to the agency involved. Gift or fuel cards shall not be used as a means to assist a veteran.

7. The term "veteran" as used in this document shall include any veteran or the immediate family of a veteran as is more specifically described in the Procedures following.

PROCEDURES

1. All relief funds shall be held in the Fund under the custody and control of the Post Quartermaster, subject to the standard audit and control rules of the VFW.

2. Identification of recipients, evaluation of requests for assistance, and decision(s) regarding disbursement from the Fund shall be made by the Relief Committee (RC), which shall consist of the Post's VSO and two other members of the Post in good standing who shall be appointed by the Post Commander. The RC members shall serve one year terms, but may serve more than one term if desired and so appointed. The RC shall select a chairperson from within its membership.

3. Because of the geographical and employment diversity of the Post's membership, the members of the RC may communicate by telephone, email, or text message should a decision regarding a request for assistance become necessary and it is inconvenient or physically impossible for one or more members of the RC to physically attend a meeting of the RC.

4. For purposes of these rules, a "veteran" is a former member of the Armed Forces of the United States whose Discharge is not Dishonorable. The "immediate family" of a veteran shall mean a spouse, child, or other minor person with whom the veteran stands or has stood *in loco parentis*.

5. In order to assure the existence of a so-called "paper trail" regarding the distribution of relief funds, all applications for financial or other types of assistance shall be in writing, utilizing the form attached to this document as Exhibit A. Non-financial assistance shall also be documented in writing utilizing the narrative provisions of Exhibit A. Regularly scheduled and recurring events undertaken to benefit veterans may be documented once while describing on the form the proposed date(s) for the event(s) and the nature of the event(s), e.g.: weekly dinner for veterans in assisted living facilities.

6. In order to be considered for assistance from the Relief Fund, each individual applicant, or someone acting on behalf of the applicant, shall produce evidence of the applicant's status as a veteran at the time of application. Evidence of veterans' status includes, but is not limited to, a copy of the applicant's Form DD-214 (or its equivalent), Discharge document, documentation of past or current membership in a veterans organization which requires documentation of military service as a condition of membership, documentation from the VA indicating eligibility for benefits (ID, medical enrollment card, etc.), written documentation from another veterans service organization, or an affidavit from a person familiar with the veteran status of the applicant. Once received and reviewed, any supporting documentation for the application shall have personally identifying numbers on said documentation redacted from any copies thereof retained by the Post.

7. The application for assistance, together with any accompanying documentation, may be received by any member of the Post or the Auxiliary, who shall then promptly deliver the documentation to a member of the RC who shall, in turn, notify the chairperson, who shall then convene a meeting of the RC to consider the application. The meeting shall be conducted in accordance with Paragraph 3 above. A majority vote of the RC is necessary to approve an application for assistance. PROVIDED, however, that the chairperson of the RC shall have the discretion to disburse not more than Five Hundred Dollars (\$500.00) in a single disbursement on behalf of a single recipient in the case of a *bona fide* emergency. The circumstances constituting the emergency shall be documented in writing on the form set out in Exhibit A hereto.

8. If the application is approved, a representative of the RC shall deliver a copy of the approval of the application to the Post Quartermaster if funds are involved and/or to the appropriate Post committee if Post facilities are involved in the services to be provided.

9. The Post Quartermaster shall make all disbursements from the Relief Fund, and if the request for funds is made pursuant to a recurring event, the Post Quartermaster shall make disbursements upon receipt of appropriate documentation of expenses. If Post facilities are to be utilized, the RC shall coordinate the use thereof with the Post Commander and the committee(s) with jurisdiction over the post facilities to be used.

Adopted, this, the 10th day of February, 2023

VFW Post 9960, Veterans of Foreign Wars of the United States

By: 
Post Commander